University of Massachusetts at Boston

Winter/Spring **1987**

Continuing Education **Bulletin**

Your public university offers credit and non-credit courses at convenient times and locations for your personal growth, professional development, and college degree requirements.

Second Class Postage is P A I D Boston, MA 02109

Issued Summer, 1986

For more information, call 929-7900

Continuing Education Winter/Spring 1987

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Academic Calendar

Registration Deadline	January 23
Late Registration*	January 26–February 5
Classes Begin	Week of February 2
Add/Drop Deadline	February 13
Vacation	February 15–21 April 19–25
Midsemester	March 26
Pass/Fail Deadline	March 26
Withdrawal Deadline	April 9
Classes End	Week of May 18
Final Exams	Week of May 25

*$20 late fee. On-site late registration occurs only on those dates and at those times when classes are scheduled.
Note: Late afternoon and evening (Extended Day) courses on campus have a different academic calendar.

Where and When

The deadline for mail, telephone, or walk-in registration (at the Harbor Campus) is January 23. If any on-site registration session is cancelled due to weather conditions, it will be held on the same day and at the same time the following week. Locations of courses and on-site registration dates are as follows:

UMass/Boston Downtown Center
Arlington & Stuart Streets (Park Square), Boston
January 24
10:00am–12:00 noon

McLean Hospital
115 Mill Street, Belmont
(Please register by mail or phone only, using UMass/Boston address or phone number.)

North Shore Regional Vocational High School
20 Balch Street, Beverly
January 20
6:00–8:00pm

Braintree High School
128 Town Road, Braintree
January 21 & 22
6:00–8:00pm

Upper Cape Cod Vocational Technical High School
220 Sandwich Road, Bourne
(Register during first class meeting.)

Cambridge Hospital
1493 Cambridge Street, Cambridge
(Please register by mail or phone only, using UMass/Boston address or phone number.)

Tri-County Regional Vocational Technical High School
147 Pond Street, Franklin
(Register during first class meeting.)

South Shore Regional Vocational Technical High School
Webster Street, Hanover
January 21
6:00–8:00pm

Hingham High School
41 Pleasant Street, Hingham
January 20
4:00–7:00pm

Watertown High School
51 Columbia Street, Watertown
January 20
6:00–8:00pm

West Roxbury High School
1205 V.F.W. Parkway, West Roxbury
January 20 & 22
6:00–8:00pm

Registration Form — Continuing Education — Credit Courses

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security # ___ ___ ___ UMass/Boston ID # (if any): ___

Name ___
Last First Middle Initial

Address ___
No Street City State Zip

Student Status

○ Undergraduate ○ Graduate ___
Bachelor's Degree Received From

Ethnic Survey Information (Required by Federal Government)

A. American Indian/Alaskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islander
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Do not wish to report
H. Cape Verdean

Sex

○ Male ○ Female

Residency Status

○ In State ○ Out of State ○ Foreign

Veteran Status

○ Veteran ○ Non-veteran

Daytime Phone: ( ) ___

Current UMass/Boston student?

○ Special ○ Matriculated ___
Major

Student at other college or university?

○ Yes ○ No If Yes, where? ___

Marital Status

○ Married ○ Divorced
○ Single ○ Widowed

Student Visa

○ Yes ○ No

Date of Birth
Mo Day Year

Studying in UMass/Boston's RN Program?

○ Special ○ Matriculated

Course Selections

Sched. No.	Dept	Title	Site	Credits		Lab Fee (if any)	Total Course & Lab Fee
					× $54.00 +		=
					× $54.00 +		=
					× $54.00 +		=
					× $54.00 +		=

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested.

Account No

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Full payment must accompany all registrations.

Method of Payment

○ VISA ○ MasterCard
○ Check ○ Other

Make checks payable to University of Massachusetts–Continuing Education

Send checks and forms to:
Division of Continuing Education
Box C
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

For Office Use

Rec'd Date:

Batch: Bank No.

Course Fee

Undergraduate $54.00/credit

Please Note:

This form is to be used only when registering for Continuing Education *credit* courses, offered evenings off-campus and Saturdays at the University's Downtown Center. For non-credit, special programs, please use the special program registration form. For information about registering for Extended Day (on-campus evening) courses, see page 3.

Please calculate payment below.

Course and Lab Fees (total)

Total Service Fees $15.00

Subtotal

Late Fee (if applicable) $20.00

Total Payment Enclosed

When you use this form to register by mail, your cancelled checks will be your receipt.

Opportunities for Adult Learners

As greater Boston's only public university, the University of Massachusetts at Boston is committed to providing opportunities for all persons seeking access to quality higher education in the area it serves. The University has undertaken a special commitment to those adults beyond traditional "college age" who have daytime obligations and responsibilities at work and at home.

This commitment is demonstrated by the evening off-campus, Saturday morning, and summer course offerings of the Division of Continuing Education, and by the late afternoon and early evening course offerings on campus through the University's Extended Day schedule. Many courses are open both to degree-seeking (matriculated) students and to non-degree-seeking (special) students. Courses are taught largely by regular UMass/Boston faculty and carry full academic credit, and degree-seeking UMass/Boston students are free to combine day, evening, off-campus, Saturday, and summer classes to suit their individual needs.

Evening Off-campus and Saturday Courses

Introductory and intermediate-level courses in many disciplines are offered by the Division of Continuing Education during the evening at off-campus locations, and on Saturday mornings at the University's Downtown Center. These courses are particularly suited to the needs of the adult who may wish to begin or return to a previously interrupted college educational experience. The off-campus program also schedules courses specifically for nurses and vocational educators.

Summer Courses

Each summer, the Division of Continuing Education offers hundreds of day and evening courses at the University's Harbor Campus and Downtown Center. Summer session courses provide an opportunity for degree-seeking students to accelerate their progress, and for both special (non-matriculated) and degree-seeking students to take courses that are unavailable to them or do not fit their schedules during the regular academic year.

Late Afternoon and Evening Courses on Campus (Extended Day)

Through the Extended Day Program, a wide variety of undergraduate and graduate courses is offered from 4:00 to 10:00pm at the University's Harbor Campus. These courses are particularly suited to the needs of persons who are seeking UMass/Boston degrees. A number of undergraduate majors and graduate programs can be completed by students taking courses entirely within the Extended Day schedule. However, many students also enroll for professional advancement, personal enrichment, or simply to experience University life before applying for admission.

Non-credit Special Programs

The Division of Continuing Education also conducts many non-credit special programs—courses, workshops, seminars—both on and off campus, in order to serve various business and professional groups, individuals seeking instruction in specialized fields, and those who simply wish to explore new areas of interest. Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars; and welcomes proposals or suggestions for additional activities it might sponsor.

Of Special Interest to Nurses

A selection of required courses and recommended electives for UMass/Boston's Bachelor of Science program in nursing is available through the Division of Continuing Education's off-campus and Saturday program. (Each course in this category carries the designation "N" after the course description.)

Career Enhancement Certificate

The Division of Continuing Education has recently developed a Career Enhancement Certificate (CEC) for those seeking to increase their effectiveness on the job and further develop their career opportunities. The CEC helps enable participants to broaden their perceptions of the complexities of organizational life, to recognize the interdependence of economic and social decisions, and to sharpen their communicative skills. For more information, please see the section on the CEC Program in this bulletin.

Special Course Designations

The designation "(N)" at the end of a particular course description in this bulletin indicates that the course is both of general interest to all students, and of particular interest to those students enrolled in, or wishing to apply for admission to, UMass/Boston's School of Nursing.

The designation "(CEC)" at the end of a particular course description in this bulletin indicates that the course is part of the sequence leading to the Career Enhancement Certificate.

Courses in the College of Arts and Sciences designated by the prefixes "C," "D," and "E" belong to the Core Curriculum. They emphasize intensive work in all disciplines, and are designed to help students develop and strengthen such abilities as expository writing, critical thinking, and mathematical reasoning. Core courses meet specific requirements for degree-seeking students (though they are also open to non-degree-seeking students). Some of these requirements for students who matriculated before the fall of 1985 are different from the requirements for students who have matriculated since that date. To insure that they take core courses appropriate to their specific requirements, all CAS matriculated students must pick up advising materials concerning the Core Curriculum (including the Writing Proficiency Requirement) *prior* to registration, at the College's Office of Academic Support and Advising (M/3/625, 929-8220).

Further Information

For further information about evening off-campus, Saturday, or summer courses, and about all non-credit offerings, please call the Division of Continuing Education at 929-7900.

For further information about late afternoon and evening courses at the Harbor Campus, or about degree programs which can be completed entirely through evening study, please call the Extended Day Office at 929-7755. Information about Extended Day courses, offered on campus but usually not at off-campus sites, can be found in the course description section of this bulletin.

For those interested in resuming their education, experienced counselors provide information and practical advice, at free "Back-to-College" seminars that meet every Wednesday at the Downtown Center. These seminars also take place at a number of off-campus locations. For further information about admission requirements for older students or about the seminars, call UMass/Boston's Admissions Office at 929-8000.

For information about the core curriculum and other degree requirements, prospective UMass/Boston students are advised to consult the UMass/Boston *Undergraduate Catalog*. General information about UMass/Boston degree programs is available from the New Student Information Office at 929-8600.

Summer, 1986
Volume 6, Number 4

The University of Massachusetts at Boston Bulletin (U.S.P.S. 566–090) is published quarterly and distributed free of charge by the University of Massachusetts at Boston, Harbor Campus, Boston, Massachusetts 02125-3393. Second-Class Postage Paid at Boston, MA 02109. Postmaster: Send address changes to: The University of Massachusetts at Boston, Harbor Campus, Boston, Massachusetts 02125-3393.

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The University of Massachusetts at Boston is accredited by the New England Association of Schools and Colleges. The University of Massachusetts at Boston is a member of the North American Association of Summer Sessions and the National University Continuing Education Association.

Registration Procedures: Credit Courses

For Off-campus and Saturday Courses (Continuing Education)

Registration in advance by mail or telephone is the preferred method for enrolling in off-campus or Saturday courses. The Division of Continuing Education must cancel classes which do not generate sufficient income to pay faculty salaries and overhead expenses. Early registrations enable the Division to determine whether sufficient interest exists to keep an underenrolled course open past the registration deadline.

To register by mail, use the form on the opposite page. Full payment must accompany the registration form. (See "Fees and Payments," p. 10.)

To register by telephone, you must charge fees to a MasterCard or VISA account. Please call 929-7933.

Walk-in registration is also available: at the Harbor Campus it takes place at the Division of Continuing Education's office, Wheatley Hall, 2nd Floor, Room 203, at these times: M–Th 9:00am–5:00pm; F 9:00am–4:00pm. For walk-in registration schedules at off-campus sites, see the "Where and When" section on the opposite page. You can register for any off-campus course at the site where the course is given or at the Harbor Campus. Whether you register by mail, by telephone, or in person, you will receive written notification of your registration.

To avoid paying a $20.00 late fee, you must register, by mail, by telephone, or in person before January 23.

Students registering for any mathematics or computer science courses must first take a diagnostic test to assure proper placement. The test can be taken from 10:00am to 4:00pm, Monday through Friday, at the Continuing Education office on the University's Harbor Campus. Please make an appointment by calling 929-7900. The test may also be taken during on-site registration and add/drop periods as designated in the off-campus registration schedule "Where and When," on the opposite page.

For On-campus Late Afternoon and Evening Courses (Extended Day)

Students who are not matriculated at the University (special students) may register for on-campus late afternoon and evening (Extended Day) courses. Special students may enroll only in those courses in which space is available, and should be aware that space in many courses is strictly limited. Special students must also meet all course prerequisites.

Registration and academic advising for special students will be conducted at Wheatley Hall, in the cafeteria on the 3rd floor (the Special Student Center), at the University's Harbor Campus, on January 7–9, and January 12–14, 1987, between the hours of 9:00am and 7:00pm, except on Friday, January 9, when the hours will be 9am to 5pm. Registration for special students is also available on January 22, at the Clark Athletic Center on the Harbor Campus, between the hours of 4:00 and 7:00pm (snow day: January 23). On-campus classes begin on January 26.

Please note: Before registering for most introductory-level courses in English composition, mathematics, and computer science, students must take placement tests.* Special students can take the one-hour math test and the 30-minute English test in the Wheatley Hall cafeteria, on January 7–14, at the times listed above, or at the same location on January 22, from 9am to 6pm.

Students must pay by check or money order; unfortunately, credit cards cannot be used. Special students registering for on-campus evening (Extended Day) courses pay, in addition to course fees, service fees totalling $59.50 (1–6 credits) or $117.00 (7 or more credits). First-time registrants pay an additional $15.00.

*Students who have received college credit in calculus are exempt from the math test.

Courses Offered for Credit

For your convenience, Continuing Education credit courses are listed by academic department (starting on page 4), by location (page 6), and by day of the week (page 8). Extended Day courses—those given on campus in the late afternoon and evening—are also listed, by department.

Students are reminded that a separate registration procedure exists for on-campus courses, and that they follow a different academic calendar. For a complete schedule and further information about late afternoon and evening courses at the Harbor Campus, or about degree programs which can be completed entirely through evening study, please call the Extended Day Office at 929-7755, or the Office of New Student Information at 929-8600.

Accounting and Finance

AF 210
Financial Accounting
Presents the theory and techniques of financial accounting. The course encompasses the basic functions of collecting, processing, and reporting accounting information for interested third parties (e.g., owners, investors, and government), and enables students to analyze, interpret, and use accounting information effectively. (CEC)

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 327057
Hingham: W 6:30–9:00pm, 3 Credits, Sched No 327153
West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 327108
Downtown Boston: S 8:30–11:00am, 3 Credits, Sched No 327204

AF211
Managerial Accounting
Presents the theory and techniques of managerial accounting, from the particular perspective of the manager. The course covers the identification and analysis of the behavior of costs within the organization, and illustrates how managers use such knowledge for planning and control. Major topics include responsibility accounting, comprehensive and cash budgeting, and standard job order and process cost systems. (CEC)
Prerequisite: AF 210
Braintree: W 6:30–9:00pm, 3 Credits, Sched No 327406
Downtown Boston: S 11:15am–1:45pm, 3 Credits, Sched No 327451

On-Campus Accounting and Finance Courses Between 4:00 and 10:00pm.
UMass/Boston's Accounting and Finance department offers many late afternoon and evening courses at the Harbor Campus. Upper-level Accounting and Finance courses are open only to degree-seeking students in the College of Management. For more information, call the New Student Information Office at 929-8600.

American Studies

AmSt C205
The Fifties
The course will consider the culture of the 1950's including writers like Kerouac, Ellison, Hemingway, and Miller, and phenomena such as the Cold War, McCarthyism, and the "other-directedness" that supposedly dominated the period. The work of social scientists like Riesman and Galbraith will be considered, as well as that of novelists and playwrights.
Core Area: Historical and Cultural Studies

West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 327653

Biology

Biol D101
The Basis of Life
The uniqueness of life within the physical universe. The matter and energy of life, the genetic code, molecular biology, and the origin and evolution of life. An overview for students in the humanities and social sciences of those features which distinguish living organisms from non-living things. No background in the natural sciences is required.
Core Area: Natural Sciences.

Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 327855

Biol 108
Introduction to Nutrition
Introduction to the elements of nutrition with emphasis on nutrition for humans, examination of foodstuffs and nutritional quality, physiology of food utilization, food quality regulations, and the global ecology of food production. No background in the natural sciences is required. (N)

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 328254
West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 328305

Biol D111
General Biology I
An integrated course stressing the principles of biology. Life processes are examined primarily at the molecular and cellular levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses. (N)
Core Area: Natural Sciences.

Braintree: MW 6:00–9:00pm, 4 Credits, Lab Fee: $20.00, Sched No 328052

On-Campus Biology Courses Between 4:00 and 10:00pm
Anatomy and Physiology II

Chemistry

Chem D108
Introduction to Chemistry II
A brief survey of organic and biological chemistry. Topics include: structure, nomenclature and the nature of organic compounds. Emphasis is on preparation for biological applications. Carbohydrates, lipids, proteins, and nucleic acids are introduced. The structures and metabolism of important biochemical molecules are considered.
Prerequisite: Chem D107.
Core Area: Natural Sciences.

West Roxbury: TuTh 6:00–9:00pm, 4 Credits, Lab Fee: $25.00, Sched No 328507

On-Campus Chemistry Courses Between 4:00 and 10:00pm
Chemical Principles II

Economics

Econ E101
Introductory Economics I
A broad introductory survey in which special attention will be given to the role of economic principles in analyzing and understanding current economic problems. Emphasis will be placed on the functioning of markets and on examining the behavior of individual economic units such as the business firm and the consumer (microeconomics). Other areas of emphasis will vary from section to section and may include: industrial organization, income distribution, international trade, economics of the environment and other topics. (May be taken after Econ E102.) (CEC)
Core Area: Social and Behavorial Sciences.

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 328709

Econ E102
Introductory Economics II
A broad introductory survey in which special attention will be given to the role of economic principles in analyzing and understanding current economic problems. Emphasis will be placed on examining the overall functioning of the economy and on dealing with such matters as unemployment, inflation and recession. Other areas of emphasis will vary from section to section and may include: economics of government spending and taxation, economic development, alternative economic systems, and other topics. (May be taken before Econ E101.)
Core Area: Social and Behavorial Sciences.

West Roxbury: Th 6:30–9:00pm, 3 Credits, Sched No 328901

On-Campus Economics Courses Between 4:00 and 10:00 pm
Macroeconomic Theory • Statistics • Unions and Collective Bargaining

English

Engl 101
Freshman English I
Small class instruction and practice in grammar, rhetoric, and the articulation of logical thought. Practice in writing for college courses on various kinds of topics, many from experience and observation, chosen to develop the student's confidence and ability. Readings and materials vary from section to section, but all sections require a minimum of eight 600-word papers. (N)
Note: This course satisfies the first half of the College of Arts and Sciences writing requirement.

Braintree: TuTh 6:15–7:30pm, 3 Credits, Sched No 329355
Hingham: MW 6:15–7:30pm, 3 Credits, Sched No 329300
West Roxbury: MW 7:45–9:00pm, 3 Credits, Sched No 329406
Downtown Boston: S 8:30-11:00am, 3 Credits, Sched No 329451

Engl 102
Freshman English II
Continuation of Engl 101, with emphasis on topics and writing assignments of the kinds encountered in many types of college courses. Readings and materials vary from section to section, but all sections require a minimum of seven papers, including a longer research paper. (CEC)
Note: This course satisfies the second half of the College of Arts and Sciences writing requirement.
Prerequisite: Engl 101

Braintree: TuTh 7:45–9:00pm, 3 Credits, Sched No 329704
West Roxbury: MW 6:15–7:30pm, 3 Credits, Sched No 329759
Downtown Boston: S 11:15am–1:45pm, 3 Credits, Sched No 329800

Engl C210
Introduction to Creative Writing
An introduction to the arts through the medium of writing as well as reading poetry, fiction, and drama. Student writing will be submitted weekly and discussed in class.
Core Area: The Arts.

West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 329108

On-Campus English Courses Between 4:00 and 10:00 pm
Nature of Literature: Drama • Nature of Literature: Fiction • Six American Writers • Masterpieces of 20th Century Literature • Practical Criticism • Rise of the Novel • American Detective Fiction • Recent Irish Writings • Contemporary Women Poets

Management

MGT 130
Introduction to Business
Familiarizes students with the nature of business and its relationship to other institutions in society. The course examines business ownership, organization, management, marketing, human resources management, production, and finance. In addition, the course explores issues in the relationships between capitalism and business, the law and business, and government and business. (CEC)

Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 330758
West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 330809
Downtown Boston: S 8:30–11:00am, 3 Credits, Sched No 330854

On-Campus Management Courses Between 4:00 and 10:00 pm
UMass/Boston's College of Management offers many late afternoon and evening courses at the Harbor Campus; these courses are open only to degree-seeking students in the College. For further information, call the New Student Information Office at 929-8600.

Mathematics and Computer Science

To insure proper placement in mathematics and computer science courses, the University requires students to take a diagnostic test prior to registration. The test may also be taken during on-site registration and add/drop periods as set forth in the off-campus registration schedule. The test can be taken anytime between 10:00 am and 4:00 pm, Monday through Friday, at the Continuing Education office on the University's Harbor Campus. Please make an appointment by calling 929-7900.

Math D110
Basic Algebra
For students with a weak math background who want to develop skills for further math or science courses. Covers basic high school math. Topics include multiplying and factoring polynomials, linear equations and straight lines, fractional exponents and radicals, ratios of polynomials, quadratics, and word problems. Generally limited to students with less than 3 years of high school math preparation. (CEC)
Note: No student will receive graduation credits for Math D110 if it is taken after successful completion of Math D124 or D130 or a higher math course.
Prerequisite: Math Diagnostic Test only.
Core Area: Mathematics and Computer Languages.

Braintree: W 6:20–9:10pm, 3 Credits, Sched No 330107
Hingham: M 6:20–9:10pm, 3 Credits, Sched No 330001
West Roxbury: Th 6:20–9:10pm, 3 Credits, Sched No 330056
Downtown Boston: S 8:30–11:00am, 3 Credits, Sched No 330152

Math D125
Introductory Statistics
For non-science and non-mathematics majors only. Topics include introductory statistics, covering descriptive statistics; introductory probability sufficient to enable development of inferential statistics; and inferential statistics.
Note: No student will receive graduation credits for Math D125 if it is taken after successful completion of Math 345 or 645.
Not open to mathematics majors.
Prerequisite: Math Diagnostic Test or Math D110.
Core Area: Mathematics and Computer Languages.

Braintree: Th 6:20–9:10pm, 3 Credits, Sched No 330354

Math D130
Precalculus
Preparation for first year calculus. Covers symmetry, graphs, functions, lines, parabolas and max-min problems, exponential and logarithm functions, exponential growth, semilog graphing, and the trigonometric functions and their inverses. Qualified students should enter Math D140 *without* taking this course.
Note: No student receives graduation credit for Math D130 if it is taken after successful completion of Math D140 or a higher math course. Students who have successfully completed Math D130 may not subsequently take Math D124 for credit. Students may take Math D130 after D124 only with explicit permission of the Math Department.
Prerequisite: Math Diagnostic Test only. Successful completion of Math D110 is not enough.
Core Area: Mathematics and Computer Languages.

West Roxbury: W 6:20–9:10pm, 3 Credits, Sched No 330556

On-Campus Mathematics and Computer Science Courses Between 4:00 and 10:00 pm
Applied Algebra • Introduction to Computer Programming/Pascal • Intermediate Computing • Calculus I • Calculus II • Calculus III • Numerical Computing • Linear Algebra • Computer Architecture I • Advanced Algorithms and Data Structures • Applied Discrete Mathematics • The Structure of Higher Level Languages • Statistics • Mathematical Logic • Computer Graphics

Nursing

A selection of required courses and recommended electives for UMass/Boston's Bachelor of Science program in nursing is available through the off-campus and Saturday program The designation "(N)" at the end of course descriptions in this bulletin indicates courses in this category. While such courses are open to all those who meet the prerequisites, formal admission to the School of Nursing must be sought by all those whose ultimate goal is to obtain a BS degree in nursing. Please call Dr. Segelman at the School of Nursing at 929-8500 for further information.

Nurs 201
Pathophysiology
This course deals with alterations in the normal physiology of body structures. Discussion of normal state is followed by the description of physiological changes resulting in the symptoms of disease. Topics include the various body systems, such as cardiovascular, renal, respiratory, and endocrine. (N)
Prerequisites: Biol D111, 207.
Corequisite: Biol 208.

Cambridge: M 6:30–9:00pm, 3 Credits, Sched No 331506

Nurs 314
Pharmacology
The course deals with the action of drugs on the body, especially as related to the physiology of disease, and to basic concepts of pharmacology: absorption, distribution, metabolism, excretion, routes of administration, and drug safety. Special emphasis is given to the mechanism of action of particular drugs, to side effects, and to drug interactions. Specific drugs are classified and studied according to their function and according to the system they affect, with particular attention paid to those drugs not commonly used in clinical settings. (N)

West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 331708

On-Campus Nursing Courses Between 4:00 and 10:00 pm
UMass/Boston's School of Nursing offers several late afternoon and evening courses at the Harbor Campus; these courses are openn only to degree-seeking students in the School of Nursing. For further information, call the New Student Information Office at 929-8600.

Occupational Education

These courses are open only to persons holding provisional approval and seeking full approval as vocational instructors from the Division of Occupational Education of the Massachusetts Department of Education.

OccEd 201
Fundamentals of Occupational Education
This course is designed to provide provisionally approved vocational education teachers with a knowledge of the historical and philosophical foundations of vocational education and the content of federal and state laws pertaining to vocational education, and with the skills necessary to conduct occupational analysis, carry on a VICA program, and obtain assistance from local support groups and advisory committees. It is the first of six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly: M 5:00–7:30pm, 3 Credits, Sched No 331900
Hanover: M 5:00–7:30pm, 3 Credits, Sched No 332001
Watertown: W 5:00–7:30pm, 3 Credits, Sched No 331955

OccEd 202
Management of the Vocational Education Environment
This course is designed to train provisionally approved vocational educators in the theory and practice of effective classroom/laboratory management in a vocational setting. Instructional organization, shop organization, safety, first aid, and student management will receive special emphasis. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.
Prerequisite: OccEd 201.

Beverly: M 7:30–10:00pm, 3 Credits, Sched No 332203
Hanover: M 7:30–10:00pm, 3 Credits, Sched No 332309
Watertown: W 7:30–10:00pm, 3 Credits, Sched No 332258

OccEd 203
Teaching Methods in Vocational Education I
This is the first of a two-course sequence dealing with the methods of teaching vocational education. In the two-course sequence students will develop competencies in four major areas of teaching: 1) contemporary theories and principles of learning; 2) instructional preparation; 3) teaching methods and techniques; 4) evaluating student growth and effectiveness. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly: Tu 5:00–7:30pm, 3 Credits, Sched No 332501
Bourne: M 5:00–7:30pm, 3 Credits, Sched No 332652
Hanover: Tu 5:00–7:30pm, 3 Credits, Sched No 332607
Watertown: Tu 5:00–7:30pm, 3 Credits, Sched No 332556

OccEd 204
Teaching Methods in Vocational Education II
A continuation of OccEd 203.

Beverly: Tu 7:30–10:00pm, 3 Credits, Sched No 332854
Bourne: M 7:30–10:00pm, 3 Credits, Sched No 333006
Hanover: Tu 7:30-10:00pm, 3 Credits, Sched No 332950
Watertown: Tu 7:30–10:00pm, 3 Credits, Sched No 332905

OccEd 205
Curriculum Development in Occupational Education
This course is designed to help the student develop and implement competency-based vocational education materials and procedures, including a program task list and a program advisory committee. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly: W 5:00–7:30pm, 3 Credits, Sched No 332208
Hanover: Th 5:00–7:30pm, 3 Credits, Sched No 333304
Watertown: Th 5:00–7:30pm, 3 Credits, Sched No 333253

OccEd 206
Supervised Internship
The supervised internship allows students to demonstrate theoretical and methodological knowledge in classroom and laboratory settings. The student will demonstrate his or her teaching skills under the guidance of a master teacher and will be monitored by his or her college instructor. This course is open only to students who have satisfactorily completed OccEd 201–205. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.
Note: The fee for this three-credit course is $200.

Beverly: W 7:30–10:00pm, 3 Credits, Sched No 333602
Bourne: W 5:00–7:30pm, 3 Credits, Sched No 333506
Franklin: S 9:00–11:30am, 3 Credits, Sched No 333657
Hanover: W 7:30–10:00pm, 3 Credits, Sched No 333551

The following courses are open only to persons holding full vocational approval or educational certification from the Massachusetts Department of Education who are seeking approval as vocational instructors of students with special needs.

The following vocational special needs approval courses will be offered at selected locations in eastern Massachusetts during the winter/spring semester:

- OccEd 502 Vocational Education Programming for Special Needs Students
- OccEd 520 Career/Vocational Assessment and Evaluation for Special Needs Students
- OccEd 534 Instructional Strategies and Programming for Special Needs Students
- OccEd 510 Seminar in Vocational Education for Special Needs Students
- OccEd 598 Practicum in Vocational Special Needs Education I
- OccEd 599 Practicum in Vocational Special Needs Education II

The specific locations will be in school systems centrally located in the northern, southern, and western sections of eastern Massachusetts.

For further information please call or write:
Sumner Rotman, Coordinator of Program Services
Center for Occupational Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393
(617) 956-1000

Philosophy

Phil C108
Moral and Social Problems
Important moral and social issues of current concern are examined and debated. The course covers several problems each semester from a list including criminal punishment, war, abortion, racism, violence, the death penalty, private property, and sexism. (N)
Core Area: Philosophical and Humanistic Studies.

Hingham: M 6:30–9:00pm, 3 Credits, Sched No 333859

Phil E222
Moral Issues in Medicine
Concepts of health, illness, healing, under different paradigms of medicine. Is medicine an art or a science? The impact of medical technology on human life, death, what is considered "natural," with attention to issues in human reproduction (e.g., in vitro fertilization, conception, abortion). Questions of authority, accountability in the doctor-patient relationship, patient advocacy, self-help, right to health care or to refuse treatment. Social and political questions of health care organization. (N)
Core Area: Philosophical and Humanistic Studies.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 334056

On-Campus Philosophy Courses Between 4:00 and 10:00 pm
Introduction to Philosophy

Psychology

Psych E101
Introduction to Psychology
A general survey of selected content areas in psychology, including personality and human development, physiological psychology, learning, intelligence, heredity and environment, and motivation and emotion. (N)
Core Area: Social and Behavorial Sciences.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 334258
Downtown Boston: S 11:15am–1:45pm, Sched No 334309

Psych E200
Personality
Conceptions of human nature are examined in light of various theories of personality. This course focuses on the theories of Freud, Adler, Sullivan, Erikson, Kelly, ego psychologists, and other theorists presenting the behavioristic and humanistic perspectives. Among the topics to be addressed are personality structure and its development; stress and coping; neurotic styles; human motives and their measurement. (N)
Prerequisite: Psych E101.
Core Area: Social and Behavioral Sciences.

Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 334501

Psych E241
Infancy and Childhood Development
This course explores human development from infancy to middle childhood, i.e., from childbirth to ages seven or eight. Major emphasis will be placed on early perceptual, cognitive, social, and affective development, bearing the following questions in mind: How does the world of space and objects appear to the infant? How does he or she acquire knowledge and discover reality? How does the child experience the world of people and develop a sense of self? How does the child develop attachments to others and what role is played by the significant people in his or her life? (N)
Prerequisite: Psych E101.
Core Area: Social and Behavioral Sciences

West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 334703

Psych E242
Adolescence
This course is designed to acquaint students with psychological characteristics of adolescent development, theoretical approaches to adolescence, and experimental studies of the causes of a variety of behaviors during adolescence. The course will also focus upon major problems and characteristics of adolescents in modern society. (N)
Prerequisite: Psych E101.
Core Area: Social and Behavioral Sciences.

Belmont: Tu 6:30–9:00pm, 3 Credits, Sched No 334905

On-Campus Psychology Courses Between 4:00 and 10:00 pm
Psychopathology • Perception • Psychopharmacology

Study of Religion

RelStd C122
Varieties of Religious Experience
A comparative study of religion, concentrating on representative mythic, mystical, prophetic, or messianic figures and movements from various religious traditions, and using psychological, sociological, and theological-philosophical approaches. Coverage of such different types of figures and movements as a native American or an African religious movement; Gandhi or a representative Buddhist movement; Moses and the Exodus of ancient Israel; Jesus and early Christianity; and the bearing of religious traditions on some contemporary religious issues. The course is restricted to freshmen and sophomores.
Core Area: Philosophical and Humanistic Studies.

West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 335102

Sociology

Sociol E101
Introduction to Sociology
The structure of society, cultural patterns, and group life. The individual and socialization, groups, institutions, social systems, social change.
Core Area: Social and Behavioral Sciences.

Downtown Boston: S 8:30–11:00am, 3 Credits, Sched No 335506

Sociol C140
Life Cycle
This course focuses on youth, adulthood, and old age; it examines the way in which, during different stages in life, different kinds of relationships grow and decline in importance. It considers the meaning of work at different stages and, in general, how individuals and groups cope with change.
Core Area: Social and Behavioral Sciences.

West Roxbury: Th 6:30–9:00pm, 3 Credits, Sched No 335304

Sociol E281
Society and the Individual
Basic survey of the social environment of individuals.
Core Area: Social and Behavioral Sciences.

Braintree: M 6:30–9:00pm, Sched No 335708

On-Campus Sociology Courses Between 4:00 and 10:00 pm
Youth and Society • Sociology of Education • Sociology of the Family • Elements of Sociological Theory • Elements of Social Statistics • Social Psychology of Sex Roles

Spanish

Span D105
Basic Spanish for Communication I
A practical approach to the study of the Spanish language: basic grammar in the context of the material presented, which will focus on the vocabulary used in such areas as business and finance, medical and hospital terminology, and oral communication in general. Intensive practice in the four language skills with an audio-lingual approach.
Core Area: Foreign Languages.

Braintree: M 6:30-9:00pm, 3 Credits, Sched No 335900

Span D106
Basic Spanish for Communication II
A continuation of Span D105.

West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 336107

On-Campus Spanish Courses Between 4:00 and 10:00 pm
Elementary Spanish II

Women's Studies

WoSt C150
Women, Culture, and Identity
An introductory level course examining the origins of present attitudes about women, the situation of women in patriarchal cultures, and efforts by women to achieve a self-defined female identity. Drawing on materials from myth, religion, philosophy, anthropology, feminist analysis, literature, and autobiography, the course will investigate cultural beliefs about woman's "nature" and role at different times and places, as well as attempts to explain the origins and persistence of women's subordination, and women's efforts to define a new identity through political and creative activity.
Core Area: Philosophical and Humanistic Studies.

Downtown Boston: S 11:15am–1:45pm, 3 Credits, Sched No 336309

WoSt 200
Twentieth Century Women Writers
An intermediate-level course that examines the ways women writers in this century have dealt with some important themes of contemporary feminism. These include the special difficulties facing the woman artist; the process of female socialization and its impact on mother-daughter relationships; female ado lescence; lesbianism; the need for making the lives of ordinary women a subject for study and a source of artistic creation; and rediscovery of women's collective past. Novels, short stories, some analytical essays, and autobiographies are used.

Braintree: Tu 6:30–9:00pm, Sched No 336501

On-Campus Women's Studies Courses Between 4:00 and 10:00 pm
Women and Society

Save time!
Register now by mail or telephone.
See page 3 for details.

Career Enhancement Certificate

Career Enhancement Certificate

The Division of Continuing Education's new Career Enhancement Certificate (CEC) is for those seeking to increase their effectiveness on the job and further develop their career opportunities. In addition, students whose specific educational goals are not yet decided may find that the courses in the CEC sequence provide for them a solid foundation on which to build a future academic or professional program of study. The CEC helps enable participants to broaden their perceptions of the complexities of organizational life, to recognize the interdependence of economic and social decisions, and to sharpen their communication skills. Practical applications at the workplace receive special attention. The designation "(CEC)" at the end of a particular course description in this bulletin indicates that the course is part of the sequence leading to the Career Enhancement Certificate.

Eligibility:
The CEC program is open to all individuals with a high school diploma or its equivalent who have completed English 101, have qualified for Math D110 by taking UMass/Boston's Math Diagnostic test, and who are currently non-matriculated students at the University of Massachusetts at Boston.

Requirements:
The CEC consists of a minimum of twenty-seven credit hours of required courses. Students with previous college credits that include one or more of the CEC's required courses may substitute up to four courses from a group of acceptable electives.

In all cases, students are expected to complete twenty-seven credit hours of required or elective courses, in order to receive the certificate.

Admission:
Students wishing to participate in the CEC Program should apply for admission during the semester in which they first begin to take CEC-related courses. Credit may also be allowed for up to four CEC-related courses taken prior to application. Applications and more information about the Career Enhancement Certificate Program can be obtained by calling the Division of Continuing Education at 929-7900. Advisors are also available at specified times during the fall and spring semesters at Braintree and West Roxbury High Schools.

Instructional Sites:
Most CEC courses are scheduled on a rotating basis at the Division of Continuing Education's Braintree and West Roxbury off-campus sites. Some, but not all, courses from the sequence are also available at other off-campus sites. Students may also take applicable courses in the fall, spring, and summer terms during the day or evening at the Harbor Campus.

Courses Leading to the Career Enhancement Certificate
Prerequisite: Engl 101.

The suggested sequence for CE courses is:

MGT 130 Introcution to Business
Math D110 Basic Algebra
Econ E101 Introduction to Economics I
Engl 102 Freshman English II
AF 210 Financial Accounting
Engl 106 Oral Communication*
AF 211 Managerial Accounting
Engl E215 Intermediate Composition
MS 110 Introduction to Computers in Management*

Electives:
A student who has already completed one or more of the courses listed above may select up to four other courses as substitutes, *to be chosen in consultation with an advisor from the Division of Continuing Education.*

*Available only during the Harbor Campus summer sessions.

Schedule of Off-campus Courses by Location

Please note: any on-site registration session cancelled due to bad weather will be rescheduled exactly one week later.

Dept. Code, No. Title	Day(s), Time Credits, Lab Fee Schedule Number

McLean Hospital
115 Mill Street
Belmont, MA
(Please register by mail or phone only, using UMass/Boston address or phone number.)

Psych E242 Adolescence	Tu 6:30–9:00pm 3 credits 334905

North Shore Regional Vocational High School
20 Balch Street
Beverly, MA

On-site registration: January 20, 6:00–8:00pm

OccEd 201 Fundamentals of Occupational Education	M 5:00–7:30pm 3 Credits 331900
OccEd 202 Management of the Vocational Education Environment	M 7:30–10:00pm 3 Credits 332203
OccEd 203 Teaching Methods in Vocational Education I	Tu 5:00–7:30pm 3 Credits 332501
OccEd 204 Teaching Methods in Vocational Education II	Tu 7:30–10:00pm 3 Credits 332854
OccEd 205 Curriculum Development in Occupational Education	W 5:00–7:30pm 3 Credits 333208
OccEd 206 Supervised Internship	W 7:30–10:00pm 3 Credits Special Course Fee: $200.00 333602

Upper Cape Cod Regional Vocational High School
220 Sandwich Road
Bourne, MA

On-site registration: Register at first class meeting

OccEd 203 Teaching Methods in Vocational Education I	M 5:00–7:30pm 3 Credits 332652
OccEd 204 Teaching Methods in Vocational Education II	M 7:30–10:00pm 3 Credits 333006
OccEd 206 Supervised Internship	W 5:00–7:30pm 3 Credits Special Course Fee: $200.00 333506

Braintree High School
128 Town Road
Braintree, MA

On-site registration: January 21 & 22, 6:00–8:00pm

AF 210 Financial Accounting	M 6:30–9:00pm 3 Credits 327057
AF 211 Managerial Accounting	W 6:30–9:00pm 3 Credits 327406
Biol 108 Introduction to Nutrition	M 6:30–9:00pm 3 Credits 328254
Biol D111 General Biology I	MW 6:00–9:00pm 4 Credits, Lab Fee: $20.00 328052
Econ E101 Introductory Economics I	Tu 6:30–9:00pm 3 Credits 328709
Engl 101 Freshman English I	TuTh 6:15–7:30pm 3 Credits 329355
Engl 102 Freshman English II	TuTh 7:45–9:00pm 3 Credits 329704
Math D110* Basic Algebra	W 6:20–9:10pm 3 Credits 330107
Math D125* Introductory Statistics	Th 6:20–9:10pm 3 Credits 330354
Phil E222 Moral Issues in Medicine	W 6:30–9:00pm 3 Credits 334056
Psych E101 Introduction to Psychology	Th 6:30–9:00pm 3 Credits 334258
Sociol E281 Society and the Individual	M 6:30–9:00pm 3 Credits 335708
Span D105 Basic Spanish for Communication I	M 6:30–9:00pm 3 Credits 335900
WoSt 200 Twentieth Century Women Writers	Tu 6:30–9:00pm 3 Credits 336501

Cambridge Hospital
1493 Cambridge Street
Cambridge, MA
(Please register by mail or phone only, using UMass/Boston address or phone number.)

Nurs 201 Pathophysiology	M 6:30–9:00pm 3 Credits 331506

Tri-County Regional Vocational High School
147 Pond Street
Franklin, MA

On-site registration: Register at first class meeting

OccEd 206 Supervised Internship	Sat 9:00–11:30am 3 Credits Special Course Fee: $200.00 333657

Career Enhancement Certificate
The Division of Continuing Education is developing a Career Enhancement Certificate to help you increase your effectiveness on the job and further develop your career opportunities. For more information, please see page 6.

Schedule of Off-campus Courses by Location (Continued)

South Shore Regional Vocational High School
Webster Street
Hanover, MA

On-site registration: January 21, 6:00–8:00pm

OccEd 201 **Fundamentals of Occupational Education**	M 5:00-7:30pm 3 Credits 332001
OccEd 202 **Management of the Vocational Education Environment**	M 7:30–10:00pm 3 Credits 332309
OccEd 203 **Teaching Methods in Vocational Education I**	Tu 5:00–7:30pm 3 Credits 332607
OccEd 204 **Teaching Methods in Vocational Education II**	Tu 7:30–10:00pm 3 Credits 332950
OccEd 205 **Curriculum Development in Occupational Education**	Th 5:00–7:30pm 3 Credits 333304
OccEd 206 **Supervised Internship**	W 7:30–10:00pm 3 Credits Special Course Fee: $200.00 333551

Hingham High School
41 Pleasant Street
Hingham, MA

On-site registration: January 20, 4:00–7:00pm

AF 210 **Financial Accounting**	W 6:30–9:00pm 3 Credits 327153
Biol D101 **The Basis of Life**	Tu 6:30–9:00pm 3 Credits 327855
Engl 101 **Freshman English I**	MW 6:15–7:30pm 3 Credits 329300
MGT 130 **Introduction to Business**	Tu 6:30–9:00pm 3 Credits 330758
Math D110* **Basic Algebra**	M 6:20–9:10pm 3 Credits 330001
Phil C108 **Moral and Social Problems**	M 6:30–9:00pm 3 Credits 333859
Psych E200 **Personality**	Tu 6:30–9:00pm 3 Credits 334501

Watertown High School
51 Columbia Street
Watertown, MA

On-site registration: January 20, 6:00–8:00pm

OccEd 201 **Fundamentals of Occupational Education**	W 5:00–7:30pm 3 Credits 331955
OccEd 202 **Management of the Vocational Education Environment**	W 7:30–10:00pm 3 Credits 332258
OccEd 203 **Teaching Methods in Vocational Education I**	Tu 5:00–7:30pm 3 Credits 332556
OccEd 204 **Teaching Methods in Vocational Education II**	Tu 7:30–10:00pm 3 Credits 332905
OccEd 205 **Curriculum Development in Occupational Education**	Th 5:00–7:30pm 3 Credits 333253

West Roxbury High School
1205 VFW Parkway
West Roxbury, MA

On-site registration: January 20 & 22, 6:00–8:00pm

AF 210 **Financial Accounting**	Tu 6:30–9:00pm 3 Credits 327108
AmSt C205 **The Fifties**	M 6:30–9:00pm 3 Credits 327653
Biol 108 **Introduction to Nutrition**	W 6:30–9:00pm 3 Credits 328305
Chem D108 **Introduction to Chemistry II**	TuTh 6:00–9:00pm 4 Credits, Lab Fee: $25.00 328507
Econ E102 **Introductory Economics II**	Th 6:30–9:00pm 3 Credits 328901
Engl 101 **Freshman English I**	MW 7:45–9:00pm 3 Credits 329406
Engl 102 **Freshman English II**	MW 6:15–7:30pm 3 Credits 329759
Engl C210 **Introduction to Creative Writing**	Tu 6:30–9:00pm 3 Credits 329108
MGT 130 **Introduction to Business**	W 6:30–9:00pm 3 Credits 330809
Math D110* **Basic Algebra**	Th 6:20–9:10pm 3 Credits 330056
Math D130* **Precalculus**	W 6:20–9:10pm 3 Credits 330556
Nurs 314 **Pharmacology**	Tu 6:30–9:00pm 3 Credits 331708
Psych E241 **Infancy and Childhood Developmment**	M 6:30–9:00pm 3 Credits 334703
RelStd C122 **Varieties of Religious Experience**	W 6:30–9:00pm 3 Credits 335102
Sociol C140 **Life Cycle**	Th 6:30–9:00pm 3 Credits 335304
Span D106 **Basic Spanish for Communication II**	Tu 6:30–9:00pm 3 Credits 336107

Schedule of Saturday Courses in Downtown Boston

Dept. Code, No. Title	Day(s), Time Credits, Lab Fee Schedule Number

UMass/Boston Downtown Center
Arlington and Stuart Streets
(Park Square)
Boston, MA

On-site registration: January 24, 10:00am–12:00 noon

AF 210 **Financial Accounting**	S 8:30–11:00am 3 Credits 327204
AF 211 **Managerial Accounting**	S 11:15am–1:45pm 3 Credits 327451
Engl 101 **Freshman English I**	S 8:30–11:00am 3 Credits 329451
Engl 102 **Freshman English II**	S 11:15am–1:45pm 3 Credits 329800
MGT 130 **Introduction to Business**	S 8:30–11:00am 3 Credits 330854
Math D110* **Basic Algebra**	S 8:30–11:00am 3 Credits 330152
Psych E101 **Introduction to Psychology**	S 11:15am–1:45pm 3 Credits 334309
Sociol E101 **Introduction to Sociology**	S 8:30–11:00am 3 Credits 335506
WoSt C150 **Women, Culture, and Society**	S 11:15am–1:45pm 3 Credits 336309

Register early!
Early registration helps assure that the course you want will be available when you need it. Why not mail or telephone your course selection now?

Schedule of Off-campus and Saturday Courses by Day

Dept. Code, No. Title	Location Day(s), Time Credits, Lab Fee Schedule Number

Monday

AF 210 Financial Accounting	Braintree M 6:30–9:00pm 3 Credits 327057
AmSt C205 The Fifties	West Roxbury M 6:30–9:00pm 3 Credits 327653
Biol 108 Introduction to Nutrition	Braintree M 6:30–9:00pm 3 Credits 328254
Biol D111 General Biology I	Braintree MW 6:00–9:00pm 4 Credits, Lab Fee: $20.00 328052
Engl 101 Freshman English I	Hingham MW 6:15–7:30pm 3 Credits 329300
Engl 101 Freshman English I	West Roxbury MW 7:45–9:00pm 3 Credits 329406
Engl 102 Freshman English II	West Roxbury MW 6:15–7:30pm 3 Credits 329759
Math D110* Basic Algebra	Hingham M 6:20–9:10pm 3 Credits 330001
Nurs 201 Pathophysiology	Cambridge M 6:30-9:00pm 3 Credits 331506
OccEd 201 Fundamentals of Occupational Education	Beverly M 5:00–7:30pm 3 Credits 331900
OccEd 201 Fundamentals of Occupational Education	Hanover M 5:00–7:30pm 3 Credits 332001
OccEd 202 Management of the Vocational Environment	Beverly M 7:30–10:00pm 3 Credits 332203
OccEd 202 Management of the Vocational Environment	Hanover M 7:30–10:00pm 3 Credits 332309
OccEd 203 Teaching Methods in Vocational Education I	Bourne M 5:00–7:30pm 3 Credits 332652
OccEd 204 Teaching Methods in Vocational Education II	Bourne M 7:30–10:00pm 3 Credits 333006
Phil C108 Moral and Social Problems	Hingham M 6:30–9:00pm 3 Credits 333859
Psych E241 Infancy and Childhood Development	West Roxbury M 6:30–9:00pm 3 Credits 334703
Social E281 Society and the Individual	Braintree M 6:30–9:00pm 3 Credits 335708
Span D105 Basic Spanish for Communication I	Braintree M 6:30–9:00pm 3 Credits 335900

Tuesday

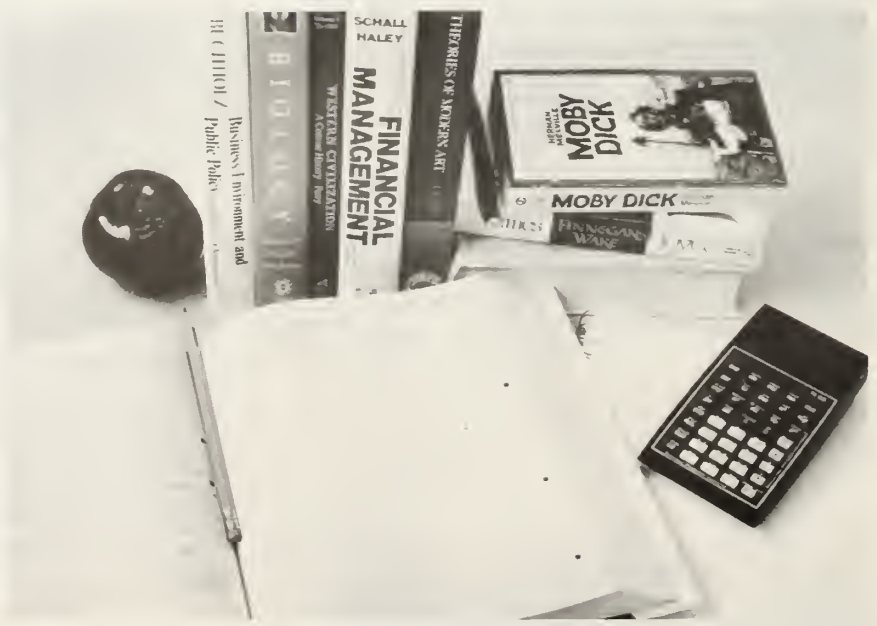
AF 210 Financial Accounting	West Roxbury Tu 6:30–9:00pm 3 Credits 327108
Biol D101 The Basis of Life	Hingham Tu 6:30–9:00pm 3 Credits 327855
Chem D108 Introduction to Chemistry II	West Roxbury TuTh 6:00–9:00pm 4 Credits, Lab Fee: $25.00 328507
Econ E101 Introductory Economics I	Braintree Tu 6:30–9:00pm 3 Credits 328709
Engl 101 Freshman English I	Braintree TuTh 6:15–7:30pm 3 Credits 329355
Engl 102 Freshman English II	Braintree TuTh 7:45–9:00pm 3 Credits 329704
Engl C210 Introduction to Creative Writing	West Roxbury Tu 6:30–9:00pm 3 Credits 329108
MGT 130 Introduction to Business	Hingham Tu 6:30–9:00pm 3 Credits 330758
Nurs 314 Pharmacology	West Roxbury Tu 6:30–9:00pm 3 Credits 331708
OccEd 203 Teaching Methods in Vocational Education I	Beverly Tu 5:00–7:30pm 3 Credits 332501
OccEd 203 Teaching Methods in Vocational Education I	Hanover Tu 5:00–7:30pm 3 Credits 332607
OccEd 203 Teaching Methods in Vocational Education I	Watertown Tu 5:00–7:30pm 3 Credits 332556
OccEd 204 Teaching Methods in Vocational Education II	Beverly Tu 7:30–10:00pm 3 Credits 332854
OccEd 204 Teaching Methods in Vocational Education II	Hanover Tu 7:30–10:00pm 3 Credits 332950
OccEd 204 Teaching Methods in Vocational Education II	Watertown Tu 7:30–10:00pm 3 Credits 332905
Psych E200 Personality	Hingham Tu 6:30–9:00pm 3 Credits 334501
Psych E242 Adolescence	Belmont Tu 6:30–9:00pm 3 Credits 334905
Span D106 Basic Spanish for Communication II	West Roxbury Tu 6:30–9:00pm 3 Credits 336107
WoSt 200 Twentieth Century Women Writers	Braintree Tu 6:30–9:00pm 3 Credits 336501

Wednesday

AF 210 Financial Accounting	Hingham W 6:30–9:00pm 3 Credits 327153
AF 211 Managerial Accounting	Braintree W 6:30–9:00pm 3 Credits 327406
Biol 108 Introduction to Nutrition	West Roxbury W 6:30–9:00pm 3 Credits 328305
Biol D111 General Biology I	Braintree MW 6:00–9:00pm 4 Credits, Lab Fee: $20.00 328052
Engl 101 Freshman English I	Hingham MW 6:15–7:30pm 3 Credits 329300
Engl 101 Freshman English I	West Roxbury MW 7:45–9:00pm 3 Credits 329406
Engl 102 Freshman English II	West Roxbury MW 6:15–7:30pm 3 Credits 329759
MGT 130 Introduction to Business	West Roxbury W 6:30–9:00pm 3 Credits 330809
Math D110* Basic Algebra	Braintree W 6:20–9:10pm 3 Credits 330107
Math D130* Precalculus	West Roxbury W 6:20–9:10pm 3 Credits 330556
OccEd 201 Fundamentals of Occupational Education	Watertown W 5:00–7:30pm 3 Credits 331955
OccEd 202 Management of the Vocational Education Environment	Watertown W 7:30–10:00pm 3 Credits 332258
OccEd 205 Curriculum Development in Occupational Education	Beverly W 5:00–7:30pm 3 Credits 333208
OccEd 206 Supervised Internship	Beverly W 7:30–10:00pm 3 Credits Special Course Fee: $200.00 333602
OccEd 206 Supervised Internship	Bourne W 5:00–7:30pm 3 Credits Special Course Fee: $200.00 333506
OccEd 206 Supervised Internship	Hanover W 7:30–10:00pm 3 Credits Special Course Fee: $200.00 333551
Phil E222 Moral Issues in Medicine	Braintree W 6:30–9:00pm 3 Credits 334056
RelStd C122 Varieties of Religious Experience	West Roxbury W 6:30–9:00pm 3 Credits 335102

Thursday

Chem D108 Introduction to Chemistry II	West Roxbury TuTh 6:00–9:00pm 4 Credits, Lab Fee: $25.00 328507
Econ E102 Introductory Economics II	West Roxbury Th 6:30–9:00pm 3 Credits 328901
Engl 101 Freshman English I	Braintree TuTh 6:15–7:30pm 3 Credits 329355
Engl 102 Freshman English II	Braintree TuTh 7:45–9:00pm 3 Credits 329704



Schedule of Off-campus and Saturday Courses by Day (Continued)

Math D110* **Basic Algebra**	West Roxbury Th 6:20–9:10pm 3 Credits 330056
Math D125* **Introductory Statistics**	Braintree Th 6:20–9:10pm 3 Credits 330354
OccEd 205 **Curriculum Development In Occupational Education**	Hanover Th 5:00–7:30pm 3 Credits 333304
OccEd 205 **Curriculum Development In Occupational Education**	Watertown Th 5:00–7:30pm 3 Credits 333253
Psych E101 **Introduction to Psychology**	Braintree Th 6:30–9:00pm 3 Credits 334258
Sociol C140 **Life Cycle**	West Roxbury Th 6:30–9:00pm 3 Credits 335304

Saturday

AF 210 **Financial Accounting**	Downtown Boston S 8:30–11:00am 3 Credits 327204
AF 211 **Managerial Accounting**	Downtown Boston S 11:15am–1:45pm 3 Credits 327451
Engl 101 **Freshman English I**	Downtown Boston S 8:30–11:00am 3 Credits 329451
Engl 102 **Freshman English II**	Downtown Boston S 11:15am–1:45pm 3 Credits 329800
MGT 130 **Introduction to Business**	Downtown Boston S 8:30–11:00am 3 Credits 330854
Math D110* **Basic Algebra**	Downtown Boston S 8:30–11:00am 3 Credits 330152
OccEd 206 **Supervised Internship**	Franklin S 9:00–11:30am 3 Credits Special Course Fee: $200.00 333657
Psych E101 **Introduction to Psychology**	Downtown Boston S 11:15am–1:45pm 3 Credits 334309
Sociol E101 **Introduction to Sociology**	Downtown Boston S 8:30–11:00am 3 Credits 335506
WoSt C150 **Women, Culture, and Identity**	Downtown Boston S 11:15am–1:45pm 3 Credits 336309

***Math Diagnosis**

It is greatly to the advantage of the student to be placed in the proper course. *Students are advised to consult course descriptions for prerequisites and equivalents before registering for math courses.* To ensure placement in the right course, each student will be required to take a Math Diagnostic Test before being admitted to a course that requires this test as indicated in its description. This step will prevent loss of time in switching courses or obtaining refunds after classes have begun. Please call 929-7900 for further information.

About Off-campus Evening and Saturday Courses

Who May Enroll

Undergraduate courses offered through the Division of Continuing Education are open to: 1) students who may be considering matriculation into a degree program at UMass/Boston or elsewhere; 2) students matriculated at other institutions who will use UMass/Boston credits to meet degree requirements at their home institutions; and 3) matriculated UMass/Boston students who may take Continuing Education courses to meet University requirements. All Continuing Education courses carrying credit are equivalent in content and method of instruction to other credit courses offered by the University.

Students who have graduated from high school or who have earned high school equivalency certificates are invited to begin or continue taking courses through the Division of Continuing Education courses. College-bound high school juniors and seniors interested in beginning their college educations may also enroll in Continuing Education courses.

The University assumes that students registering for undergraduate courses will accurately assess their ability to do college-level work. Students should be aware, however, that they are responsible for meeting prerequisites for certain courses.

For adults considering return to college the Admissions Office offers informational seminars every Wednesday at the Downtown Center. For information about these seminars, call the Admissions Office (929-8000).

Courses listed under the heading "Occupational Education" or "Industrial Arts" are open only to those persons seeking Massachusetts Department of Education approval or certification in those fields.

If a student's ultimate goal is to obtain a UMass/Boston degree, it is to the student's advantage to apply for formal admission (matriculation) as early as possible. Most part-time students matriculate after having completed their first two or three courses. Matriculated students are assured that their degree requirements will not be affected by subsequent changes in the University's curriculum; consequently they find it easier to plan schedules including courses that meet their individual requirements. Matriculated students may also change from one degree program to another, and may proceed toward the degree at their own pace.

Registration Procedures

Registration in advance by mail or telephone is the preferred method for enrolling in Continuing Education courses. The Division of Continuing Education must cancel courses which do not generate sufficient income to pay faculty salaries and overhead expenses. Early registrations enable the Division to determine whether sufficient interest exists to keep an underenrolled course open past the registration deadline.

Registration by Mail

To register by mail for a course or courses offered at any UMass/Boston location, fill out the registration form included in this bulletin and send the form to:

Division of Continuing Education
Box C
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125–3393

Registrations will be accepted on the basis of available space. Full payment must accompany the registration form (see "Fees and Payments").

Registration by Telephone

Students wishing to pay course and service fees by using MasterCard or VISA may register by telephone or by mail (for off-campus courses only). To register by telephone for a course or courses offered at any location, simply call 929-7933. Verification of your registration will be sent to you.

Note: Unfortunately, telephone registration is available only to students wishing to pay course and service fees by using MasterCard or VISA.

Walk-In Registration

Students who would rather register in person may do so at each off-campus UMass/Boston location on the dates and at the times listed in course schedule and in the "Where and When" section of this bulletin (page 2). Walk-in registration will take place at the Continuing Education Office at the Harbor Campus (Wheatley Hall, 2nd Floor, Room 203) during the following times:
M-Th 9:00am–5:00pm, F, 9:00am–4:00pm

Adding and Dropping Courses

Any student may add or drop courses without penalty before the Add/Drop deadline (see "Academic Calendar" on page 2).

Withdrawing from Courses

Any student withdrawing from a course after the Add/Drop deadline (see "Academic Calendar") will receive a grade of "W" for that course. Withdrawal forms are available at the Continuing Education Office. Failure to submit a withdrawal form before 4:00pm on the last day of the withdrawal period will result in a grade of "F". Withdrawal from a course does not reduce the amount owed except as described in "Refunds" under "Fees and Payments."

Cancellations

The Division of Continuing Education program is supported by student course fees. No state funding is available to help the Division of Continuing Education pay faculty salaries and meet overhead expenses. The Division must therefore cancel underenrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be underenrolled. The Division makes every effort to offer courses in which there is clear interest and, whenever courses are approaching minimum enrollment, postpones cancellation decisions until the first meeting of those courses. However, *students are encouraged to register early.* There is no risk of cancellation when courses are fully enrolled by the end of the regular registration period.

Any student who has registered for a course that is cancelled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a cancelled course and does not wish to register for another course in its place. If all courses for which the student has registered are cancelled, service fees will also be refunded.

Late Registration

Late registration will take place at each UMass/Boston location, on or off campus, during the periods listed in the Academic Calendar. Students registering during these periods must pay a $20.00 late registration fee.

Further Information

For further information about Continuing Education courses, please call 929-7900.

Auditing

The auditing of certain courses may be possible with the permission of the department and the instructor. The auditing fee will be the same as the course fee. A student's decision to audit a course or take it for credit is final, and not reversible. Inquiries concerning the auditing of courses should be directed to the Division of Continuing Education Office, 929-7900.

About On-campus Late Afternoon and Evening Courses (Extended Day)

Please note that these courses are on a different academic calendar and require different registration procedure than Continuing Education courses. For complete information on schedules and registration procedures for Extended Day courses, see page 3 of this bulletin.

Career Training and Development

You can take courses from the Auditor's Institute, brush up on your Emergency Service Training, or study in the program on Alcoholism/Chemical Dependency Treatment Services, among other opportunities. See the special programs listed in this bulletin starting on page 11.

Fees and Payments

Course and Service Fees

Undergraduate Course Fee	$54.00 per credit
Registration Fee	$10.00
Educational Service Fee	$ 5.00
Late Registration Fee (when applicable)	$20.00
Bad Check Fee (when applicable)	$20.00

Payment of Course and Service Fees

Students must pay in full before their registrations will be accepted. No payment will be accepted after the Add/Drop deadline of the session for which payment is intended. Students may use the following methods to make payments:

Check:

Please make checks payable to the University of Massachusetts—Continuing Education.

A payment of course and service fees made with an unacceptable check will result in administrative withdrawal, an additional bad check fee of $20.00, and referral to a collection agency, which may result in liability for the payment of a collection fee.

MasterCard or VISA:

The University of Massachusetts at Boston will accept payment by MasterCard or VISA for all course and service fees. *The minimum acceptable MasterCard or VISA payment is $25.00.* Please fill out the appropriate section of the registration form when registering by mail.

Cash:

Cash payments must be made at the Bursar's Office at the Harbor Campus only. (Administration Building, 2nd Floor; M-F, 9:00am–3:30pm.) The Bursar's Office will give you a receipt, which you must submit with your registration form.

Note: Cash payments will not be accepted at any other location.

Course Fee Waiver and Remission Policy

The Division of Continuing Education will honor *course fee* waivers and remission of *course fees* for those persons meeting the eligibility requirements described below, providing the courses they wish take are adequately supported by fees from paying students, and providing space is available in these courses. Credit course fee waivers and remission of credit course fees apply only at the standard rate of $54.00 per undergraduate credit and $67.50 per graduate credit. Thus, in the case of a credit course with extraordinary costs necessitating a higher than standard course fee, course fee waivers and remission will be granted for only the amount of the standard course fee. *Registration fees, service fees, and other mandatory fees, except in the case of senior citizens, must be paid in full.* Anyone wishing to apply for course fee waivers or remissions must do so when registering for courses: *the policy is not retroactive.* See the academic calendar for appropriate registration times. Vietnam-era veterans are eligible for *course fee* waivers under the following conditions:

1. They must be matriculated in a program leading to a degree or certificate.
2. They must not have used their *course fee* waiver for more than 130 credits.
3. If they did not enter service while residing in the Commonwealth of Massachusetts, they must file an affidavit under oath attesting to their having resided in the Commonwealth for two consecutive years immediately preceding enrollment.
4. They must have their registration form approved by UMass/Boston's Veteran's Affairs Office.

Senior citizens are eligible for a *waiver of all fees* upon submission of a notarized Senior Citizen Affidavit at the time of registration.

Full-time state employees are eligible for a 50% *course fee* remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time state employees are eligible for a 25% course fee remission).

Full-time employees of public higher education, their spouses, and their dependent children are eligible for a 50% *course fee* remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time employees of public higher education, their spouses, and their dependent children are eligible for a 25% course fee remission). The Division of Continuing Education cannot honor vouchers issued to cooperating practitioners by the state-funded programs of the University of Massachusetts at Amherst, Boston, or Worcester.

Lab Fees

Lab fees must be paid for certain courses, as indicated in the schedule listings. The amounts of fees appear with the schedule numbers for those courses requiring fees. The lab fee for each course must be paid at the time of registration.

Payment by Outside Agencies

If the student's charges are to be paid by an outside agency, a payment authorization from that agency must accompany his or her registration if one is not on file in the Bursar's Office. Students are reminded that they are liable for all course and service fees in the event that the sponsoring agency does not provide payment.

Refunds

A student who withdraws from a course will be granted a refund according to the schedule below. Non-attendance does not constitute withdrawal. Students withdrawing from either credit or non-credit courses must file a valid withdrawal form with the Continuing Education Office.

For courses scheduled for ten or more class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	90% Refund
Withdrawal before the third class meeting	50% Refund
Withdrawal after the third class meeting	No Refund

For courses scheduled for 6–9 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	80% Refund
Withdrawal after the second class meeting	No Refund

For courses scheduled for 1–5 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal after the first class meeting	No Refund

Whenever a refund is due, either because the student wishing the refund has withdrawn from a course or because the University has cancelled the course, *the student must initiate the refund procedure* by notifying the Continuing Education Office. Refunds will not be processed until after the Add/Drop period.

The amounts of all refunds are computed on the basis of withdrawal dates established by the Office of Registration and Records.

If a student has made a payment with MasterCard or VISA, the refund must be returned as a credit to the student's MasterCard or VISA account.

Unless a course has been cancelled by the University, the $10 registration fee is not refundable.

Please allow six to eights weeks for the processing of any refund.

General Information

Student I.D. Cards

All on-campus students are required to carry I.D. cards. Continuing Education students not paying University student service fees may obtain special I.D. cards for the use of on-campus libraries. These I.D. cards do not entitle the bearer to the use of athletic facilities, health services, or student activities that require the payment of additional fees. From January 26 to February 13, cards may be obtained at the Harbor Campus through the I.D. Office (Wheatley Hall, 4th Floor, Room 118) during the following hours: Monday through Thursday, 10:00am–1:00pm; 2:00–4:30pm; 5:00–7:00pm; Friday, 10:00am–1:00pm; 2:00–4:00pm. During the rest of the semester, the hours are: Monday through Thursday, 10:00am–1:00pm; 2:00–4:30pm; 5:00–6:00pm. The charge is $2.00.

The I.D. card fee will be included in the tuition bills of students registered for courses offered through state-funded programs. These students are not required to pay separately for I.D. cards.

Books

Books for all credit courses offered through the Division of Continuing Education may be purchased at the UMass/Boston bookstore. The bookstore is located in the Administration Building at UMass/Boston's Harbor Campus. From January 26 to February 7, the hours will be: Monday–Thursday, 8:30am–7:00pm; Friday, 8:30am–5:00pm; Saturday, 9:00am–1:00pm. During the rest of the semester the hours will be Monday-Thursday, 8:30am–6:00pm; Friday, 8:30am–5:00pm. For further information, call 929-7250.

Transcripts

All students who wish transcripts sent to other schools must complete transcript request forms in the Office of Registration and Records. The cost of an official transcript is $2.00.

Emergency Cancellations

When classes and activities held at the Harbor Campus or Downtown Center are cancelled because of snow or other emergencies, the University will announce cancellations beginning at 6:00am on radio stations WBZ-AM (1030), WHDH-AM (850), WEEI-AM (590), WEZE-AM (1260), and WBCN-FM (104.1). WCVB-TV (Channel 5) will also carry cancellation announcements 6:00–7:00am, Monday through Friday.

Students in off-campus programs should listen for radio announcements concerning closing of the off-campus locations.

For more information...

If you have questions about the University, the Division of Continuing Education, career or academic planning, call Mary Lang-Crumlin at 929-7900.

Special Non-credit Programs

UMass/Boston's Division of Continuing Education makes the University's resources available to people who might not otherwise be able to take advantage of them. It extends the University's credit course offerings to community, business, and institutional locations, and also conducts many non-credit courses, workshops, and programs both on and off campus. Continuing Education's non-credit offerings serve various business and professional groups, individuals seeking instruction in specialized fields, and those who wish simply to explore new areas of interest.

Continuing Education's non-credit programs are conducted by University faculty and staff or by other specialists selected by the University for their acknowledged expertise in particular areas. Continuing Education programs maintain the same high standards as all other University programs.

Many non-credit offerings carry Continuing Education Units (CEU's). The CEU is a nationally recognized standard unit measuring participation in non-credit programs. Although it does not imply academic credit, transcripts of CEU's are permanently maintained by the University and may be used to document continuing education to employers, academic institutions, and other appropriate agencies.

Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars, and welcomes proposals or suggestions for additional activities it might sponsor. For additional information about how Continuing Education might help your group, please contact Dr. A. Collins Jenko at 929-7900.

Register Early!

Early registration helps assure that the course you want will be available when you need it. Why not mail or telephone your course selection now? See page 3 for details.

How to Register

For your convenience, registration for the Division of Continuing Education's non-credit special programs is conducted primarily by mail or telephone. To register by mail, use the form on this page. To register by telephone, you must charge fees to a MasterCard or VISA account. The number to call is 929-7933. To avoid paying a $20.00 late fee, you must register at least one week prior to the course starting date.

Students who would rather register in person may do so at the Division of Continuing Education's offices at either the Harbor Campus (Wheatley Hall, 2nd Floor, Room 203) or the Downtown Center (11th Floor, Room 1122) during the following times: M-Th, 9:00am–5:00pm; F, 9:00am–4:00pm (Please note that cash payments can be accepted only at the Bursar's Office at the Harbor Campus (Administration Building, 2nd Floor; M-F, 9:00am–3:30pm).

No matter how you register, you will receive written confirmation of your registration about a week before your course or program begins.

If you have further questions, call us at 929-7900.

Registration Form for Special Non-credit Programs

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security # ___ — ___ — ___ Date ___

Name ___
Last First Middle Initial

Address ___
No. Street City State Zip

Daytime Phone: ( ) **Date of Birth** ___
Mo. Day Year

Course Selections

Sched. No.	Start Date	Title	Fee

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested

Account No.

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Note: when you use this form to register by mail, your cancelled checks will be your receipt. To register using company/agency purchase order, please call (617) 929-7933 between 9:00am and 5:00pm, Monday through Friday.

Payment $

Late Fee (if applicable) $20.00

Total Payment Enclosed $

Full payment must accompany all registrations.

Method of Payment

O VISA O MasterCard

O Check O Other

Make checks payable to University of Massachusetts—Continuing Education

Send checks and forms to:
Division of Continuing Education
Box NC
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

For Office Use

Rec'd: Date:

Batch: Bank No.:

For Office Use

Special Non-credit Program Descriptions

Alcoholism/Chemical Dependency Treatment Services: A Professional Development Sequence

The Alcoholism/Chemical Dependency Treatment Services Program is designed for those working or interested in working in the treatment of alcoholism/chemical dependency. Participants will:

- acquire classroom and field experience in the various approaches to treating alcoholism/chemical dependency;
- become familiar with the management and operation of alcoholism/chemical dependency rehabilitation and detoxification centers;
- learn how to assess community needs and to act as leaders in alcoholism/chemical dependency treatment services and administration.

The program consists of five required courses and a required practicum (including a required pre-practicum workshop). Each course carries 3 Continuing Education Units (CEU's); the practicum carries 10 CEU's. Each participant completing the program will receive a certificate.

Psychopharmacology
Prerequisite: Permission of program director.
Feb 3–May 26, Tu 7:30–9:30pm, Sched No 96569-51, 3 CEU's, Fee: $180.00

Family Alcoholism and Chemical Dependency Treatment
Prerequisite: Permission of program director.
Feb 3–May 26, Tu 5:00–7:30pm, Sched No 96565-51, 3 CEU's, Fee: $180.00

The Use of Alcohol and Other Drugs in Society
Prerequisite: Permission of program director.
Jan 31–May 23, S 11:00am–1:00pm, Sched No 96550-51, 3 CEU's, Fee: $180.00

Counseling the Alcoholic and Other Chemically Dependent Persons
Prerequisite: Permission of program director.
Jan 31–May 23, S 1:00–3:00pm, Sched No 96551-51, 3 CEU's, Fee: $180.00

Organization and Administration of Substance Abuse Treatment Facilities
Prerequisite: Permission of program director.
Jan 31–May 23, S 9:00–11:00am, Sched No 96552-51, 3 CEU's, Fee: $180.00

Pre-Practicum Workshop
Prerequisite: Permission of program director.
Jan 23–Jan 24, F–S 9:00am–4:00pm, Sched No 96549-51, 2 CEU's, Fee: $200.00

Practicum in Alcoholism/Chemical Dependency Rehabilitation
Prerequisite: Permission of program director.
By arrgt. with program director, First meeting: Saturday, January 31, 9:00am. Sched No 96561-51, 10 CEU's, Fee: $600.00

All persons wishing to register for courses offered through the Alcoholism/Chemical Dependency Treatment Service program must obtain the prior approval of Dr. Jack Shea, Program Director. Further information about registration requirements or about any other aspect of the program is available from:

Alcoholism/Chemical Dependency Treatment Services
Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02123-3393
(617) 929-7900

American Sign Language

This course introduces beginners to American Sign Language (ASL), the primary language used by American Deaf people. Students will acquire a sign vocabulary, an understanding of basic grammar, and an introduction to Deaf culture. Class sessions will develop expressive and receptive skills. The ability to communicate using ASL can be valuable to people who work with the public, to health care professionals, and to relatives and friends of Deaf individuals.

Feb 19–Apr 30, TuTh 11:30am–1:00pm, Sched No 20650-51, Fee: $75.00

The Auditor's Institute

Established by State Auditor John J. Finnegan and co-sponsored by the Division of Continuing Education and the Massachusetts State Auditor's Office, the Institute is committed to providing persons interested in governmental and associated private-sector operations with the tools needed to promote the sound and efficient management of public resources.

The initial programs offered by the Institute have been created to help remedy financial and managerial weaknesses, as identified by the state auditor, in the purchase-of-service system used by the Commonwealth.

During the winter/spring 1987 semester the Institute will offer a management development course designed to meet the specific needs of administrators of government human service agencies, principals and members of vendor organizations, and supervisory level auditors. The course will help participating managers to:

- acquire the skills for administering an accounting function in accordance with generally accepted standards and with the State Comptroller's requirements;
- improve their ability to manage contracts;
- understand auditing concepts and procedures;
- make better use of automated systems as these systems relate to the audit process.

Additionally, the Institute will offer a series of topical seminars addressing identified concerns and weaknesses in government management. Through appropriate training, the seminars will offer participants the means to greater efficiency and effectiveness in government.

The Institute welcomes requests for further information concerning its programs as well as suggestions for new offerings. Further information about the Auditor's Institute is available from:

Division of Continuing Education
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393
(617) 929-7900

Publications Office
87.024/11.86/25M

Emergency Service Training

Basic and Advanced Courses for EMT's

The Emergency Medical Technician (EMT) plays an important role in the emergency medical service system by providing pre-hospital care to victims of sudden illness or injury. UMass/Boston's EMT training course fulfills state requirements for entrance to the state certification examination. Lectures are given by leading specialists in emergency care. In-hospital experience takes place at a trauma center, under the supervision of physicians and nurses. The emphasis throughout the course is on skill development—extensive practice is designed to increase psychomotor skills while reinforcing knowledge gained through assigned readings. Course participants use the latest equipment in our simulated ambulance laboratories and have the benefit of close instructor supervision and videotape analysis of group practice sessions.

Certified EMT's will also find a number of conveniently scheduled advanced courses for their required refresher training and their continuing medical education. All these courses combine lecture, discussion, and extensive practice sessions in simulated emergency situations. EMT's registered for any of these courses can utilize all equipment and practice materials both in and out of class.

Emergency Medical Technician—Basic Training

Jan 26–Apr 13, MTuTh 6:00–9:30pm, Sched No 37210-51,
Course Fee: $335.00

Emergency Medical Technician—Ambulance Refresher Course

Feb 4–Feb 25, MW 6:00–10:00pm, Sched No 37230-51
Mar 27, F 6:00–10:00pm & Mar 28–Mar 29, SatSun 8:00am–5:00pm, Sched No 37230-52
Course Fee $50.00

Emergency Medical Technician—Intermediate Refresher Module

May 2–May 3, SatSun 9:30am–3:30pm, Sched No 37241-51
Course Fee: $25.00

Basic Cardiac Life Support During Transportation

May 4–May 6, MW 6:30–10:00pm & May 9, Sat 8:00am–4:30pm, Sched No 37340-51, 10 CEU's
Course Fee: $45.00

Crisis Management: De-Escalation Techniques

Apr 5–Apr 12, Sun 9:00am–4:00pm, Sched No 37120-51, 12 CEU's,
Course Fee: $30.00

Crisis Management: Humane Patient Restraint

May 10–May 17, Sun 9:00am–4:00pm, Sched No 37447-51, 12 CEU's
Course Fee: $30.00

Defensive Driving

Mar 10–Mar 12, TuTh 6:00–10:00pm, Sched No 37140-51, 8 CEU's
Course Fee: $20.00

Lifeguard Training Program

Feb 18–Apr 15, W 6:30–9:30pm & Sun 10:00am–4:30pm, Sched No 37180-51
Course Fee: $75.00

Water Rescue

Apr 25–Apr 26, SatSun 8:00am–4:30pm, Sched No 37320-51, 10 CEU's
Course Fee: $45.00

Most EMT courses can also be scheduled at other locations. For more information about this or about any other details of the program, please contact:

Office of Emergency Service Training
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393
(617) 956-1180

Graduate Study in Library and Information Studies University of Rhode Island Courses

By arrangement with the Graduate School of Library and Information Studies of the University of Rhode Island, UMass/Boston's Division of Conntinuing Education offers courses each semester that meet the requirements for a University of Rhode Island Master's degree in Library and Information Studies (MLIS). The Graduate School of Library and Information Studies has the full support of the University of Rhode Island as it seeks ALA accreditation.

The MLIS degree requires 36 hours of credit, of which 21 hours may be completed in Boston. 15 hours must be completed at the University of Rhode Island's Kingston campus. To be eligible for the degree program, students must possess a bachelor's degree from an accredited college or university and must have achieved an average of B or better. It is not necessary to be enrolled in the degree program to receive credit for the courses, although a bachelor's degree is still required. Students who wish to be admitted to the degree program should apply before completing 12 credits in courses taken at the University of Massachusetts in Boston.

Persons wishing further information about the degree program and application procedures should call or write the Regional Coordinator, Graduate School of Library and Information Studies, University of Rhode Island, Rodman Hall, Kingston, R.I. 02881, telephone (401) 792-2878 or 2947.

The courses offered at UMass/Boston's Harbor Campus are:

LSC 504
Reference and Information Services

Practical experience in the use of basic reference materials, with readings and discussions of the philosophy and administrative aspects of reference work.

Feb 5–May 28, Th 6:00–9:30pm, Harbor Campus, 3 University of Rhode Island Credits, Sched No 50504-51

LSC 522
College and University Library Service

Philosophic and practical considerations implicit in the functions, organization, and management of college and university libraries as these differ from other types of libraries.

Feb 4–May 27, W 6:30–9:00pm, Harbor Campus, 3 University of Rhode Island Credits, Sched No 50522-51

LSC 528
Media in the Library

The role of AV materials in libraries and media centers.

Feb 3 (Tu 5:30–9:00pm); Mar 31–May 26 (10 weeks)
Tu 5:30–9:00pm, Harbor Campus, 3 University of Rhode Island Credits, Sched No 50528-51

The fee for each course is $326.00. To register, please use the *special program* registration form in this bulletin. For further information about the library and information studies courses offered in Boston, please contact:

University of Massachusetts at Boston
Division of Continuing Education
Harbor Campus Office
Boston, MA 02125-3393
929-7900

Graduate Test Preparation Courses

Developed in conjunction with the Office of Career Services, these review courses provide intensive classroom sessions covering all sections of each exam. Each course provides extensive exam practice including a full-length practice test given under exam conditions. The courses have been scheduled in advance of the dates of tests for which students are preparing.

Review for the Graduate Record Examination (GRE)

Jan 13–Feb 5, TuWTh 6:00–9:00pm, Sched No 10000-51,
Fee: $145.00
Mar 12–Apr 9, TuWTh 6:00–9:00pm, Sched No 10000-52,
Fee: $145.00

Review for the Graduate Management Admission Test (GMAT)

Feb 5–Mar 19, TuTh 6:00–9:00pm, Sched No 10002-51,
Fee: $145.00
May 21–Jun 18, TuWTh 6:00–9:00pm, Sched No 10002-52,
Fee: $145.00

Review for the Law School Admission Test (LSAT)

Jan 13–Feb 19, TuTh 6:00–9:00pm, Sched No 10001-51,
Fee: $145.00

SAT preparation courses are also being organized by UMass/Boston, at local high schools. Call 929-7900 for further information.

Nationwide Teleconferences

The Division of Continuing Education, through the Office of Educational Telecommunication, offers video and audio teleconferences as part of the National University Teleconference Network. Nearly sixty universities throughout the United States have formed this independent, first-of-its-kind network, to build a telecommunications system. The network removes geographic and financial restraints that have previously limited information-sharing among universities, professionals, and the general public.

The teleconferences are held at UMass/Boston's Harbor Campus. Individual programs vary in length from three to six hours. The transmitted segment of each teleconference presents national and international experts who address the subject of the teleconference and answer questions from participants in a twoway, interactive mode. Boston-area experts are present in the meeting room for further discussion of national issues and their regional implications.

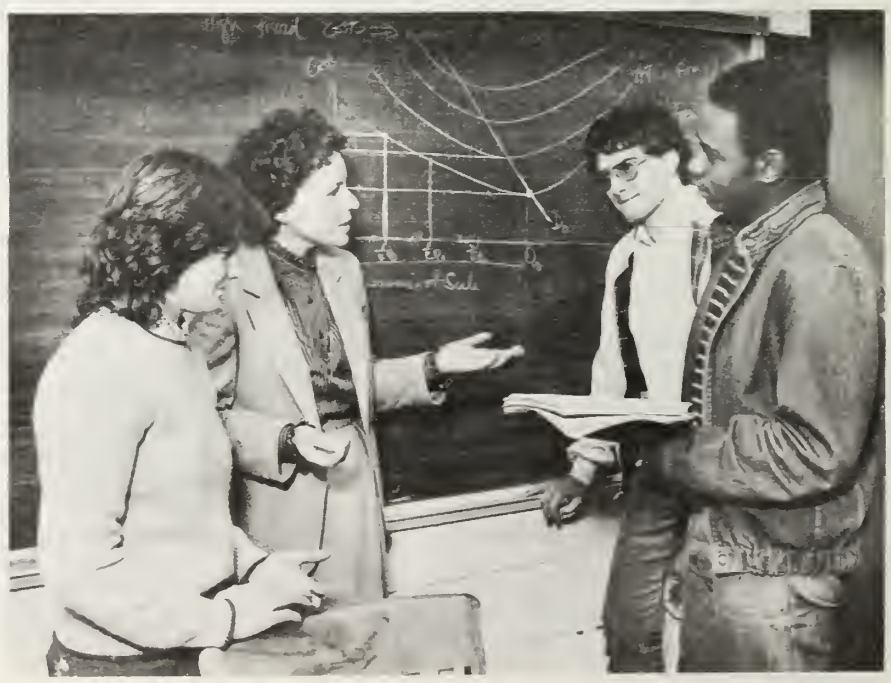
To obtain detailed information about individual teleconferences, please contact:

Ms. Kathleen FitzPatrick
Division of Continuing Education
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393
(617) 929-7900

Sports Medicine/Athletic Training Seminar

You'll learn about the assessment, diagnosis, and treatment of common sport and dance injuries. Lectures in anatomy are followed by practical demonstrations of injury assessment and diagnosis. In three afternoon laboratory sessions, you will learn and practice the most common sport tapings and wrappings. Leading sports medicine physicians, trainers, and physical therapists will lecture on surgical techniques, modalities in sports medicine, and the prevention and management of injuries.

Jun 22–Jun 24, MTuW 9:00am–5:00pm, Sched No 77400-61,
For further information, please call 929-7900.



Register Early!

The course you want may be filled by walk-in registration time. Why not mail or telephone your course selection now? See page 3 for details.